STATECIVILSERVICE

BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, SEPTEMBER 2, 2026
9:00 A.M.

LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA

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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:09 a.m. on Wednesday, September 2, 2026. Present were Chairman Stewart Gentry, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Thomas Grimstad, Craig Netterville, Jo Ann Nixon, and Codi Plaisance.

- Opportunity for Public Comment (No Attachment)
  No requests received from the public to address the commission.

1) Consideration of the **Minutes** of the Commission meeting held July 1, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to adopt the meeting minutes from July 1, 2026.

2) In accordance with Article X Section 12 of the Louisiana State Constitution, consideration of adopting a resolution to appoint Olivia Marchand of the State Civil Service Appeals Division as a referee. The appointment empowers the referee to hear and decide any appeal that is pending before the State Civil Service Commission on July 6, 2026, as well as any appeal filed thereafter. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to adopt the resolution to appoint Olivia Marchand of the State Civil Service Appeals Division as a referee.

At the request of Director Decoteau, item #22 was the first of the agency requests to be heard on the agenda.

22) Request of the **Department of Children and Family Services** to establish an Incentive Pay Policy for Child Welfare and Child Support Enforcement employees, in accordance with State Civil Service Rule 6.16(d), effective January 1, 2027, through December 31, 2027. Christopher Baum, Undersecretary of the Department of Children and Family Services, provided a presentation to the Commission and answered questions regarding the proposed Incentive Pay Policy. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Grimstad and unanimously passed, the Commission voted to grant the request of the Department of Children and Family Services to establish an Incentive Pay Policy for Child Welfare and Child Support Enforcement employees, in accordance with State Civil Service Rule 6.16(d), effective January 1, 2027, through December 31, 2027. Also, as recommended by State Civil Service, the agency will report on the use of the Incentive Pay policy to the Commission at the conclusion of the policy's term.

3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular Number 2026-043.)

- Public comments

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there were none. Janelle Haynsworth, Compensation Program Manager, presented the proposed changes as published in General Circular 2026-043. Ms. Haynsworth informed the Commission of one comment received from a DOTD Program Specialist 5 who expressed concern that the pay level for that job will remain the same.

On motion duly made by Commissioner Hughes, seconded by Commissioner Netterville and unanimously passed, the Commission voted to approve the pay plan proposals for Exhibits A and B, being contingent upon gubernatorial approval.

On motion duly made by Commissioner Hughes, seconded by Commissioner Netterville and unanimously passed, the Commission voted to approve Exhibits C and D, contingent upon gubernatorial approval of Exhibits A and B.

Also, the Commission granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval.

4) **Public Hearing** to consider proposed changes to chapters 3, 6, and 10 of the Civil Service Rules. (Details contained in General Circular Number 2026-042.)

- Public Comments

Sherri Gregoire, General Counsel, presented the proposed amendments to the Commission as published in General Circular Number 2026-042. Director Decoteau informed the Commission of one comment received from Teachers' Retirement System of Louisiana in response to the proposal that was included in their meeting binder.

After providing opportunity for public comments, to which there were none, on motion duly made by Commissioner Hughes, seconded by Commissioner Netterville and unanimously passed, the Commission voted to approve the change to Civil Service Rule 3.1.

After providing opportunity for public comments, to which there were none, on motion duly made by Commissioner Hughes, seconded by Commissioner Netterville and unanimously passed, the Commission voted to approve the change to Civil Service Rule 6.10(d).

After providing opportunity for public comments, to which there were none, on motion duly made by Commissioner Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to approve the change to Civil Service Rules 10.2 and 10.6(b), as discussed.

5) Request of the **Department of Public Safety and Corrections, Louisiana Gaming Control Board**, to exempt one (1) Analyst position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through September 1, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Department of Public Safety and Corrections, Louisiana Gaming Control Board, to exempt one (1) Analyst position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through September 1, 2030.

6) Request of the **Division of Administration** to extend authority to exempt one (1) Executive Director and three (3) Program Manager positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2026, through September 6, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of the Division of Administration to extend authority to exempt one (1) Executive Director and three (3) Program Manager positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2026, through September 6, 2030.

7) Request of the **Louisiana Department of Health, Medical Vendor Administration**, to exempt one (1) Clinical Director position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through September 1, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health, Medical Vendor Administration, to exempt one (1) Clinical Director position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through September 1, 2030.

8) Request of the **Louisiana Department of Health, Office of Behavioral Health,** to exempt from the classified service two (2) Director positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through September 1, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health, Office of Behavioral Health, to exempt from the classified service two (2) Director positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through September 1, 2030.

9) Request of the **Louisiana Department of Health, Office of Health and Nutrition**, to exempt from the classified service one (1) Executive Director and one (1) Deputy Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective October 1, 2026, through September 30, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health, Office of Health and Nutrition, to exempt from the classified service one (1) Executive Director and one (1) Deputy Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective October 1, 2026, through September 30, 2030.

10) Request of the **Louisiana Department of Health, Office of Health and Nutrition,** to exempt one (1) Executive Director position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective October 1, 2026, through September 30, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Netterville and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health, Office of Health and Nutrition, to exempt one (1) Executive Director position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective October 1, 2026, through September 30, 2030. Also, as recommended by State Civil Service, the Commission revoked authority for one previously approved position, position number 50371047.

11) Request of the **Louisiana Department of Health, Office of Public Health,** to exempt one (1) Chief Operating Officer position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through September 1, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health, Office of Public Health, to exempt one (1) Chief Operating Officer position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through September 1, 2030.

12) Request of the **Louisiana Department of Health, Office of the Secretary,** to exempt one (1) Program Coordinator position from the classified service in the Emergency Preparedness section, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through November 30, 2029. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health, Office of the Secretary, to exempt one (1) Program Coordinator position from the classified service in the Emergency Preparedness section, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through November 30, 2029.

13) Request of the **Louisiana Department of Health, Office of State Healthcare Facilities,** to exempt from the classified service one (1) Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective October 1, 2026, through September 30, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health, Office of State Healthcare Facilities, to exempt from the classified service one (1) Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective October 1, 2026, through September 30, 2030.

14) Request of the **Louisiana State Racing Commission** to extend authority to exempt from the classified service 51 positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2026, through September 6, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Grimstad and unanimously passed, the Commission voted to grant the request of the Louisiana State Racing Commission to extend authority to exempt from the classified service 51 positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2026, through September 6, 2030.

15) Request of the **Louisiana Secretary of State, Department of State,** to exempt from the classified service five (5) positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through September 1, 2030. Shanda Jones, Undersecretary of the Louisiana Secretary of State, Department of State, answered questions of Vice Chairman Hughes and Commissioner Nixon regarding the request. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Netterville and unanimously passed, the Commission voted to grant the request of the Louisiana Secretary of State, Department of State, to exempt from the classified service five (5) positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through September 1, 2030. Also, as recommended by State Civil Service, the Commission revoked authority for one previously approved position, position number 50561082.

16) Request of **Louisiana Works** to exempt from the classified service two (2) Deputy Assistant Secretary positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through January 10, 2028. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of Louisiana Works to exempt from the classified service two (2) Deputy Assistant Secretary positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2026, through January 10, 2028.

17) Request of the **Port of New Orleans** to extend authority to exempt from the classified service one (1) Chief of Staff position, in accordance with State Civil Service Rule 4.1(d)2, effective October 5, 2026, through May 2, 2029. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Port of New Orleans to extend authority to exempt from the classified service one (1) Chief of Staff position, in accordance with State Civil Service Rule 4.1(d)2, effective October 5, 2026, through May 2, 2029.

18) Request of the **Southeast Louisiana Flood Protection Authority-East** to extend authority to exempt from the classified service, one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2026, through February 4, 2029. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the

request of the Southeast Louisiana Flood Protection Authority-East to extend authority to exempt from the classified service, one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2026, through February 4, 2029.

19) Request of the **Southeast Louisiana Flood Protection Authority-East** to exempt from the classified service two (2) positions, Superintendent position and Special Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2026, through February 4, 2029. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Southeast Louisiana Flood Protection Authority-East to exempt from the classified service two (2) positions, Superintendent position and Special Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2026, through February 4, 2029. Also, as recommended by State Civil Service, the Commission revoked authority for two previously approved positions, Superintendent (position number 50468531) and Special Assistant (position number 50684332).

20) Request of the **South Louisiana Port Commission** to extend authority to exempt from the classified service two (2) Assistant Director positions, one (1) Chief Operating Officer position, and one (1) Manager position in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2026, through December 31, 2029. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the South Louisiana Port Commission to extend authority to exempt from the classified service two (2) Assistant Director positions, one (1) Chief Operating Officer position, and one (1) Manager position in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2026, through December 31, 2029.

21) Request of the **Teachers' Retirement System of Louisiana** to extend the authority to exempt from the classified service one (1) Deputy Chief, two (2) Managers, and three (3) Director positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2026, through September 6, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Teachers' Retirement System of Louisiana to extend the authority to exempt from the classified service one (1) Deputy Chief, two (2) Managers, and three (3) Director positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 7, 2026, through September 6, 2030.

23) Request of the **Department of Public Safety and Corrections, Corrections Services**, to establish a Special Entrance Rate policy for Prison Enterprise job titles in accordance with State Civil Service Rule 6.5(b), effective September 2, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Department of Public Safety and Corrections, Corrections Services, to establish a Special Entrance Rate policy for Prison Enterprise job titles in accordance with State Civil Service Rule 6.5(b), effective September 2, 2026.

24) Request of the **Louisiana Department of Transportation and Development** to amend a Special Entrance Rate policy for Engineer job titles in accordance with State Civil Service Rule 6.5(b), effective September 2, 2026. Due to a conflict of interest, Commissioner Plaisance recused herself from voting on this item. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Netterville and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Transportation and Development to amend a Special Entrance Rate policy for Engineer job titles in accordance with State Civil Service Rule 6.5(b), effective September 2, 2026.

25) Request of the **Louisiana Department of Transportation and Development** to amend a Special Entrance Rate policy for Surveyor job titles in accordance with State Civil Service Rule 6.5(b), effective September 2, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of

Transportation and Development to amend a Special Entrance Rate policy for Surveyor job titles in accordance with State Civil Service Rule 6.5(b), effective September 2, 2026.

26) Request of the **Office of Financial Institutions** to establish a Special Entrance Rate policy for Compliance Examiner job titles, in accordance with State Civil Service Rule 6.5(b), effective September 2, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Netterville and unanimously passed, the Commission voted to grant the request of the Office of Financial Institutions to establish a Special Entrance Rate policy for Compliance Examiner job titles, in accordance with State Civil Service Rule 6.5(b), effective September 2, 2026.

27) Request of **Louisiana Tech University** to amend a Premium Pay policy for Police job titles, in accordance with State Civil Service Rule 6.16(a), effective September 2, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of Louisiana Tech University to amend a Premium Pay policy for Police job titles, in accordance with State Civil Service Rule 6.16(a), effective September 2, 2026.

28) Request of the **Louisiana Department of Conservation and Energy (DCE)** to amend a Crisis Leave Policy in accordance with State Civil Service Rule 11.34, effective September 2, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Conservation and Energy (DCE) to amend a Crisis Leave Policy in accordance with State Civil Service Rule 11.34, effective September 2, 2026.

29) Request of the **Department of Culture, Recreation and Tourism (CRT), Office of Cultural Development (OCD)** to extend the job appointment of Helen Bouzon, Archaeologist 1, in accordance with State Civil Service Rule 23.5(a), effective November 14, 2026, through November 13, 2027. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Department of Culture, Recreation and Tourism (CRT), Office of Cultural Development (OCD) to extend the job appointment of Helen Bouzon, Archaeologist 1, in accordance with State Civil Service Rule 23.5(a), effective November 14, 2026, through November 13, 2027.

30) Request of **Grambling State University (GSU)** to extend the job appointment of Charlitame Rucker, Administrative Coordinator 2, in accordance with State Civil Service Rule 23.5(a), effective October 25, 2026, through October 24, 2027. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of Grambling State University (GSU) to extend the job appointment of Charlitame Rucker, Administrative Coordinator 2, in accordance with State Civil Service Rule 23.5(a), effective October 25, 2026, through October 24, 2027.

31) Request of the **Louisiana Department of Health (LDH), Office of Behavioral Health (OBH),** to extend the job appointment of Karen Golphin, Program Manager 1-A, in accordance with State Civil Service Rule 23.5(a), effective September 30, 2026, through September 29, 2027. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health (LDH), Office of Behavioral Health (OBH), to extend the job appointment of Karen Golphin, Program Manager 1-A, in accordance with State Civil Service Rule 23.5(a), effective September 30, 2026, through September 29, 2027.

32) Request of the **Louisiana Department of Health (LD), Office of Behavioral Health (OBH)**, to retroactively extend the job appointment of Karen Muse, Program Manager 1-A, in accordance with State Civil Service Rule 23.5(a), effective August 30, 2026, through August 29, 2027. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health (LD), Office of Behavioral Health (OBH), to retroactively extend the job appointment of Karen Muse, Program Manager 1-A, in accordance with State Civil Service Rule 23.5(a), effective August 30, 2026, through August 29, 2027.

33) Request of **State Civil Service** to ratify the Director's authorization of Special Entrance Rates in accordance with State Civil Service Rule 6.5(b). On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to ratify the Director's authorization of Special Entrance Rates in accordance with State Civil Service Rule 6.5(b).

34) Report on **State Civil Service** Rule 6.16(a), Premium Pay policies, up to $2.00 per hour, for all hours worked, approved under the Director's delegated authority. Director Decoteau provided a summary of premium pay policies, up to $2.00 per hour, approved under the Director's delegated authority.

35) Compliance Audit Quarterly Report
- LSU Health Sciences Center—Shreveport
- Louisiana Veterans Home
- Louisiana Housing Corporation
- LSU Health Sciences Center—New Orleans
- Louisiana State University—Eunice
- LSU Agricultural Center
- Louisiana School Employees' Retirement System
- Pennington Biomedical Research Center
- Imperial Calcasieu Human Services Authority
- Northeast Louisiana Veterans Home
- Coastal Protection and Restoration Authority
- Louisiana Patient's Compensation Fund

Melinda Robert, Compliance and Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission.

- Director's Report
  - **Appeals Report:** Each commissioner received an update on pending cases in the Appeals Division in their meeting binder.
  - **Upcoming Statewide Special Entrance Rate Recommendations:** To continually address the workforce needs of our state agencies on a statewide basis, the department plans to bring forward recommendations for Special Entrance Rates (SERs) at the October 2026 Commission meeting. The proposals will cover the following job series: Administrative, including Administrative Assistants and Coordinators through Administrative Directors; Public Information, including Officers through Directors; Procurement, including Analysts through Directors; and State Procurement, including Analysts through Directors.
  - **DOTD Cameron Ferry Update:** The Department has been advised by DOTD that the Cameron Ferry Contract, which the Commission approved in draft form earlier this year subject to non-substantive changes, is nearing completion.

- Consideration of a motion to *recess*/*adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals, discuss Personnel Matters and consider formal charges. (All Commissioners to verbally vote.)

On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to adjourn for executive session to consider Applications for Review of Civil Service Appeals, discuss Personnel Matters and consider formal charges. (All Commissioners to verbally vote.)

There being no further business, the meeting adjourned at 11:29 a.m. on September 2, 2026.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

J. Stewart Gentry, Chairman